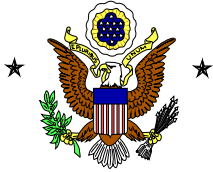


# UNITED STATES DISTRICT COURT - EASTERN DISTRICT OF VIRGINIA

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**JOB OPPORTUNITY NUMBER: 09-011**

**POSITION: Chief U.S. Probation Officer**

**LOCATION: Alexandria, Richmond, or Norfolk Division**

**Opening Date: May 21, 2009**

**Closing Date: Open until filled  
Applications received by August 12, 2009  
will receive first consideration**

**SALARY RANGE: JS 15-18 (salary range varies by duty station)**

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## **POSITION OVERVIEW**

This position is located in the United States District Court for the Eastern District of Virginia. The Chief Probation Officer administers and manages federal probation, pretrial, and parole services for the entire district, which includes courthouse and satellite office locations in Alexandria, Colonial Heights, Fredericksburg, Manassas, Newport News, Norfolk, and Richmond. The Chief Probation Officer is under the administrative direction of the Chief Judge for the district court and is directly responsible for the administration of the probation office. **Travel is required.**

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## **DUTIES AND RESPONSIBILITIES**

The Chief Probation Officer performs duties and responsibilities such as the following:

- Organizes the probation office to ensure expeditious handling of investigative work and effective case supervision of probationers, defendants under pretrial supervision, persons on supervised release, and parolees.
- Reviews, analyzes, and interprets statutory, Judicial Conference, U.S. Sentencing Commission, and Parole Commission requirements for the administration of probation, pretrial, and parole services.
- Works with the court on all administrative matters, including the creation and distribution of policies and procedures to meet the unique needs of the court, along with standards to ensure an appropriate level of service delivery.
- Selects and recommends officer candidates for appointment by the court. Selects and appoints all support staff. Performs oversight for all personnel matters. Ensures that all personnel are carefully selected and adequately trained and that the work of all subordinates is systematically evaluated.
- Manages the staff of the office, including all clerical, professional, supervisory, and administrative personnel.
- Estimates personnel, space allocation, and operating allowance needs; approves requisitions; certifies vouchers for payment; maintains appropriate fiscal controls in all matters pertaining to travel expenses and purchases of services, equipment, and supplies.

- Establishes and administers continuing in-service training programs to ensure high-quality service delivery through consistent staff development.
- Communicates pertinent information at all levels; delegates decision-making responsibility at appropriate levels; provides qualitative and quantitative measure of work performance; and assures accountability with minimal interference to service delivery.
- Maintains communication with the Chief Judge and other judges; makes specific recommendations to the court regarding criminal justice issues, with particular emphasis on matters relating to sound sentencing practices.
- Establishes and maintains cooperative relationships with probation and pretrial offices in other districts, and with related agencies of the criminal justice system, to include federal, state and local law enforcement, correctional, and social service agencies.
- Solicits contracts for carrying out probation and pretrial service functions, including housing and mental health and substance abuse treatment.
- Promotes and maintains conditions that encourage staff loyalty, enthusiasm, and morale.
- Develops and maintains a public relations program that explains probation, pretrial, and parole services to the community; assumes responsibility for communication to the news media.
- Monitors community events and issues with special attention to alleviating hazardous office and field incidents.
- Performs related duties as required by the court.

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## **QUALIFICATIONS**

To qualify for the position, the applicant must have a bachelor's degree from an accredited college or university and possess six years of specialized experience, one of which must have been at the next lower grade level or its equivalent. Specialized experience is defined as progressively responsible experience in the investigation, supervision, counseling and guidance of offenders in community correction or pretrial programs. Specialized experience must have been earned after the bachelor's degree was granted. Experience earned as a police officer, FBI agent, customs agent, deputy marshal, or similar positions does not meet the requirements of specialized experience.

The six years of specialized experience is mandatory and does not permit any substitutions. Three years of substantial management experience may be substituted for the requirement that one of the six years be at or equivalent to the next lower grade level. Experience in federal probation and/or pretrial services office is preferred.

The successful candidate should possess strong organizational, administrative, and leadership skills; and an ability to lead with vision and integrity.

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## **BENEFITS**

A generous benefits package is available to full-time permanent employees that may include:

- A minimum of 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Retirement benefits
- Optional participation in the Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in the choice of Supplemental Dental and Vision Insurance
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program
- Optional participation in the Transit Subsidy Program
- Optional participation in Long-Term Care Insurance
- Optional participation in private long-term disability plan
- Credit for prior government service

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## **CONDITIONS OF EMPLOYMENT**

Employees must be United States citizens or eligible to work in the United States.

Employees are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request. The final candidate will undergo a full government background investigation.

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

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## **APPLICATION INFORMATION**

Interested applicants must submit a cover letter, a detailed resume including grade and salary history and references, and a narrative statement addressing their management philosophy.

To ensure consideration, application packages must be received by close of business on **August 12, 2009**.

Mail to:

**Debbie Cramer  
Human Resources Manager (09-011)  
United States District Court  
401 Courthouse Square  
Alexandria, VA 22314-5798**

All applications received by the closing date will be reviewed to identify the best qualified candidates. Only applicants selected to proceed to the next phase of the selection process will be notified. Unsuccessful applicants will not receive notice. **Interviews will be held on October 1, 2009, in Irvington, Virginia.**

**The United States District Court is an Equal Opportunity Employer.**